**Kentucky Department of Education – School and Community Nutrition**

**Unanticipated School Closure: COVID-19 (Novel Coronavirus)**

**Considerations for Meal Service during Covid-19 School Closures – 4/6/2020**

Thank you for all that you continue to do to provide meals to the children in your district and community. We understand the tough decisions leadership within your district must make to balance the needs of students with the health and safety of staff. It is critically important during this time to incorporate ways to maintain social distancing into your distribution methods for meal service. As the situation evolves, it may be necessary to adjust your distribution of meals in order to achieve social distancing. Recommendations include:

* Drive-thru pick-up only at your district’s designated sites.
* If drive-thru style pick-up is not possible, it is recommended that you put meals on a table or cart for parents/children to pick up. Sanitize between each pick up.
* Focus any deliveries only on households that are unable to reach a designated site. Some districts have developed criteria to assist with identifying these households (examples may include families who have a parent or guardian who are homebound or families who lack transportation). Orders may be collected via phone call or use of a Google form or other online method to collect and process this information. Remember that consent must be obtained for direct home delivery. This may be obtained through signature on a paper form or electronically.

If your district continues delivery, even if only on a limited scale, you should develop a plan to have no contact or very limited contact for transporting the meals and the actual delivery to the household. The link below from the Department for Public Health includes two free training videos that address COVID-19 precautions as they apply to takeout and delivery of food.

[https://www.servsafe.com/Landing-Pages/Free-Courses](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.servsafe.com_Landing-2DPages_Free-2DCourses&d=DwMFAg&c=jvUANN7rYqzaQJvTqI-69lgi41yDEZ3CXTgIEaHlx7c&r=xjXViqY9M5wjm-JkjWXJvL4z2iA5V1hNf4OVvIecofA&m=fSoWDm_pQu2w_uNFdrf-mAkTRKfzahtiQPIv4oWVLqY&s=KKa2uFOT3B7ybCd5Rr3OMvlMgcvZmi0EUGMVVeIiSJM&e=)

**Meals-to-You – Baylor University Project through the USDA – 4/6/2020**

The USDA has announced a collaboration with the Baylor Collaborative on Hunger, and others, to deliver meals to students in a limited number of rural schools closed due to COVID-19. In a public health emergency, the law allows the USDA the authority to waive the congregate meal requirement, which is vital during a social distancing situation. Some highlights of this program include the following:

* The Emergency Meals-to-You is a food delivery model that will provide eligible students unreached by other food program models, shelf-stable, nutritious, individually packaged foods that children can prepare on their own. This program is intended to supplement, not replace, current meal service being provided during closures related to Covid-19
* The program is being adapted as capacity allows to serve students affected by recent school closures. **This program is intended to supplement, not replace, current meal service being provided during closures related to Covid-19**.
* Due to limited capacity, priority will be given to districts unable to reach all eligible students due to the rural nature of the district, and/or due to other issues related to the emergency. Some of these issues may include families who must travel a considerable amount of miles to get to a traditional SFSP or SSO site, families who have a parent or guardian who are homebound, families who lack transportation, or families who may be in quarantine due to exposure.
* Issues a SFA should consider include staffing, resources, local shelter/quarantine procedures, etc.

Districts should review the video link below to determine if they qualify and want to move forward with application.

* Eligible SFAs must sign up at [www.mealstoyou.org](http://www.mealstoyou.org). Eligible SFAs are those designated as rural (information regarding the designation is included in the video link below and the attachment). SFAs should focus their application only where the need is greatest.
* Email the completed information sheet from [www.mealstoyou.org](http://www.mealstoyou.org) to SCN at [kyschoolnutrition@education.ky.gov](mailto:kyschoolnutrition@education.ky.gov). **Subject line should be: Baylor MTY Application 2020.**
* SCN will review the information and send to Baylor for processing. All further processing of application and communication to districts following initial review is done by Baylor.
* SFA receives outreach assistance from Baylor to communicate the “opt in” instructions to sign up eligible participants. This will require district staff working with households to assist them with “opt in” and consent by the head of household.
* Once the sign up period is over and shipments begin the role of the SFA ends.

This link includes an informative video that leads you through a step by step process to sign up for the program. [https://mealstoyou.org/emergency-meals-to-you-school-districts/](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmealstoyou.org%2Femergency-meals-to-you-school-districts%2F&data=02%7C01%7C%7C06adbaf74711462be24608d7d27c5c85%7Ced5b36e701ee4ebc867ee03cfa0d4697%7C0%7C0%7C637209303879095539&sdata=BxvgmZ1oVWAGtvDuEAcmsGuyINgfhRTbhZaXVLKEK%2FE%3D&reserved=0)

**Monitoring requirements for sponsors waived – 4/6/2020**

COVID-19: Child Nutrition Response #10 - monitoring requirements of SFSP sponsors are waived under COVID-19 meal service unless sponsors choose to do the monitor visits and/or reviews. Any sponsors **who do not elect** to use the waiver and choose to complete SFSP site visits and reviews will need to contact Cathy Gallagher: [cathy.gallagher@education.ky.gov](mailto:cathy.gallagher@education.ky.gov).

**Parent Pick Up Waiver**

Under this waiver, sponsors who are serving in a non-congregate setting may distribute meals to a parent or guardian to take home to their children. Use of this waiver requires that the sponsor have a plan in place to ensure they are only providing meals to parents or guardians of eligible children and also that they are not distributing duplicate meals. Below are processes that you may adopt, or the district may document a process that meets the same intent. To expedite this request, you should use the survey link below so that we may capture the required information. **Your waiver request will be automatically approved upon submission and confirmation that you have a plan in place.** This waiver is effective upon approval until June 30, 2020 or until expiration of the federally declared public health emergency, whichever is earlier.

<https://www.surveymonkey.com/r/MealsToGuardians>

As outlined in the COVID-19 Parent Pick Up Waiver, State agencies must have a plan for ensuring that Program operators are able to maintain accountability and program integrity. As such, SCN requests program sponsors use one of the following methods to distribute meals to parents/guardians being permitted to pick up meals on behalf of a child or children. Sponsors may also document a variation of these recommendations if they meet the same intent.

1. Ask parent/guardian to present a form of valid child identification. Valid forms of identification may include, but are not limited to, school identification card, child’s passport, government-issued child identification card, or any document proving parent/guardian identity and relationship to the child, such as an adoption decree; doctor, clinic, or hospital record; religious record; or daycare center record; or
2. Verify the child’s name by utilizing a roster or other methods used at point of sale (where possible); or
3. Create a daily parent/guardian pickup roster by collecting the parent/guardian name, number of children in the household, and names of children in the household. Please note that we recommend that collection of household information be done by the program sponsor’s staff to minimize contact.

***\*Please note that these conditions are only relative to parent pickup and should not be applied when a child is present, or a when child is picking up his/her own meal(s).***

***\*The use of this waiver is optional and at the sponsor’s discretion to use at any sites.***

**Meal Pattern Waiver**

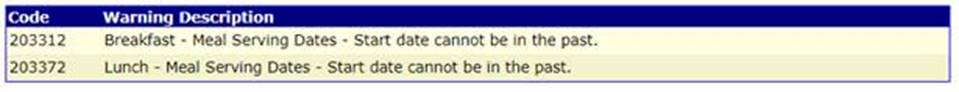
If you are experiencing difficulty in locating a specific product to meet the meal pattern for the program you are currently implementing, you may request a waiver from including those specific items. In order to expedite this process, submit your request through the survey link below. Please note, waiver requests should only be submitted if you are currently experiencing a shortage. A request should not be submitted for possible shortages or in anticipation of a potential shortage. You should document how many meals and the types of meals (breakfast, lunch, snack, supper) served that do not include the required components. Sponsors should document any attempts made to contact vendors and/or suppliers. These documents may be required when reporting to the USDA. **You will receive an email once your submission is approved.** This waiver is effective upon approval until April 30, 2020 or until expiration of the federally declared public health emergency, whichever is earlier.

<https://www.surveymonkey.com/r/MealPatternFlexibilityRequest>

**SFSP Meal Service Date Changes in Site Application**

Starting this year, when sponsors change the end date for a meal service in the CNIPS SFSP site application, it is auto-approved and you do not need to submit your application if this is the only type of change you made. You will not get a red ‘Submit for Approval’ button, by design.  This is not the case for SSO applications in CNIPS.

Please **do not** change the start date for your meal service dates unless you did start meal service later. If you receive the following warning, you will be able to submit your application and you can ignore that warning under the current emergency feeding.



**Multiple meal distribution and CNIPS site application**

A national site finder from USDA is providing site information during school closure for COVID-19.  If you are distributing different meal types at one time, such as breakfast and lunch, list the times for both meal services as the time when meals are distributed, so that it will be published in a way that families can find meals at the time that they are served.

**Process for Approval of Summer Food Service Program (SFSP) or Seamless Summer Option (SSO)**

Sponsor must be approved to participate in SFSP or SSO. If you did not participate in either program in 2019, please contact Cathy Gallagher for SFSP [cathy.gallagher@education.ky.gov](mailto:cathy.gallagher@education.ky.gov) or Katie Embree for SSO [kathryn.embree@education.ky.gov](mailto:kathryn.embree@education.ky.gov). SCN staff will expedite the application review and approval.

**Process for Approval of SFSP**

1. Returning sponsors (participated in 2019) submits SFSP application packet with the following considerations:
2. Complete CNIPS application. Click checklist items as submitted but these are not required to be submitted at this time. Private non-profit sponsors can submit placeholder values for budget since this is not pertinent for the current situation. Management plan dates for training are not required at this time unless you have completed training.
3. Sites in eligible areas (school attendance area 50% or > free/reduced eligible enrollment): Complete a site application for each location where children will receive meals. These may be community or school sites. Sponsors serving students from schools with < 50% free/reduced eligible population must maintain documentation reflecting how they targeted meal distribution for low income children.
4. Sponsors should develop a sustainable meal program that should consider possible changes in available staff.
5. Meal requirements for SFSP that are waived:
   1. Sponsors may provide meals for multiple days.
6. Meal requirements for SFSP that are not waived:
   1. Requirements pertaining to the number and type of meals that may be served each day continue to apply and sponsors must continue to provide all required components of a reimbursable meal. The maximum number of meal types per day is two with lunch + supper not allowed.
   2. Because meals served will be consumed offsite, sponsors should carefully consider all food safety issues and risks.
   3. Separate meal counts and records must be maintained for meals served under a COVID-19 waiver. To receive reimbursement, total meals must be reported to the State agency for submission to FNS.

Additional considerations:

* Please consider working with other sponsors serving in your community so services are not duplicated.
* It is not mandatory for meals to be provided during school closure, but sponsors are highly encouraged to ensure that the needs of low-income children are met.
* Separate meal counts and records must be maintained for meals served under a COVID-19 waiver. To receive reimbursement, total monthly meals must be reported in CNIPS.
* All food purchased for a specific child nutrition program can and should be used for any other child nutrition program to ensure effective use of inventory.
* Electronic meal counter app is not currently available.

**Process for Approval of SSO**

1. Sponsor submits an SSO site application with the following considerations:
   1. The SSO application is located under the school meal program applications in CNIPS. Existing sites will roll over to the SSO application from the NSLP application, however a new site can be added.
   2. Unlike normal SSO operations, meals should be served to those who are enrolled in or in the household of an enrolled student in one of the SFAs dismissed schools.
   3. Area eligible schools can serve meals to all students but should focus on serving low income children.
   4. Non-area eligible schools must follow the procedures approved in a waiver application for using their certification information to target their free and reduced students. Including the methods of meal distribution that do not overtly identify the status of individual students. The waiver application will be provided to sponsors when necessary.
   5. Maintenance of records of meal counts must be kept separate from their NSLP/SBP meal count records. SFAs must use the SSO meal count form to track meals served.
2. Meal requirements for SSO that are waived:

a) Congregate feeding.

1. Meal requirements for SSO that are not waived:
2. Production records must be used to document all meals prepared and served.
3. Accommodations must be provided to students with disabilities.
4. SFAs can offer 2 meals, or one meal and one snack, per child per day in any combination except lunch + supper.
5. All meals must be unitized (no OVS) and follow the NSLP/SBP/ASCP meal pattern requirements.
6. For sites with multiple grade/age ranges, please work with your assigned consultant to make the best determination of meal pattern to be served.

Additional considerations:

* Meals are reimbursed at the appropriate NSLP or SBP rate for all children attending. To receive reimbursement, total monthly meals must be reported in CNIPS.

**Summer Food Service Program – Applications**

* **Returning** SFSP sponsors with a **submitted** application are approved to start meal service and claim meals, even if the application is not yet approved. Applications from **new sponsors** will be approved in the most expedited manner. A permanent agreement was sent to non-participating school districts and must be completed and sent electronically in order to open the SFSP application in CNIPS. (Attached again for your convenience.)
* During unanticipated school closure, training of sponsors is not required. Training for new sponsors is being sent to give an overview of program requirements and consultants are available during regular office hours to provide technical assistance. Sponsors are not required to provide documentation of training completion for the purpose of providing SFSP meals during closure for COVID-19.
* The Kentucky Menu record form will not be required during closure for COVID-19. Please maintain documentation of menu of foods served.
* Site visits and monitor reviews are not required during unanticipated school closure meal service. The date for the monitor review does not need to be submitted in the site application and you may request the preoperative visit and site visit be waived. This will be approved.

**Guidance – Home Delivery of Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) Meals During School Closure – COVID-19**

**For Schools with 50% or more free or reduced-price enrolled OR schools participating in the Community Eligibility Provision (CEP)**

Schools must:

* Publicize the option to the district by email, social media or website.
* Consent must be obtained from guardians. This must be written, not verbal and can be an electronic communication (email).
* When completing the site application in CNIPS, sponsors may list the facility where the meal originates as the Site. Locations served by delivery must be documented (spreadsheet, for ex.) of the locations where meals are delivered.
* Meal count sheets must be completed for all deliveries, by meal service, each day. (See example below).

**For Schools with less than 50% free or reduced-price enrolled**

* Publicize the option to the district by email, social media or website.
* Consent must be obtained from guardians and should be targeted to households with free or reduced eligible children. This must be written, not verbal and can be an electronic communication (email).
* When completing the site application in CNIPS, sponsors may list the facility where the meal originates as the Site. Locations served by delivery must be documented (spreadsheet, for ex.) of the locations where meals are delivered.
* Meal count sheets must be completed for all deliveries, by meal service, each day. (See example below).

Example: 30 households will receive lunch meals from Brown Middle school. The site application is for Brown Middle School. The ADP is 70 (more than one child per household). A spreadsheet lists all of the addresses for meal delivery. The meal count form on any particular day includes a hash mark for each meal as it is delivered, is specific for the meal type (breakfast, lunch, snack, supper), and one form is used for all deliveries.